



OFFICE OF THE SECRETARY OF THE STATE
JOB OPPORTUNITY

CONFIDENTIAL CLERK TYPIST

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public.
Location: 30 Trinity Street, Hartford, Ct.
Job Posting No: PCN210
Hours: Monday – Friday – 40 hours/week
Salary: CL-10 (Starting – Step 1 - \$34,565.00)
Closing Date: **May 23, 2014 (must be received by 12:00 noon)**

The Office of the Secretary of the State seeks to fill a Confidential Clerk Typist vacancy to support all agency heads, as required, Clerk typist needs if the BSD and part time in the Payroll unit of the Human Resources/Employee Benefits and Payroll Department.

DUTIES:

- ANSWER THE AGENCY GENERAL INFORMATION LINE, AS REQUESTED
- ANSWER PHONE LINES FOR THE AGENCY HEADS, AS NEEDED
- SORT AND DISTRIBUTE INCOMING AGENCY MAIL
- COPY, SCAN AND FILE ITEMS
- TYPE NECESSARY DOCUMENTS AND CORRESPONDENCE
- ORGANIZE AND SET UP OFFICE DOCUMENTS
- GENERAL COMPUTER SKILLS; CORE-CT PAYROLL ENTRIES
- ASSISTING AGENCY MANAGERS AS NEEDED
- PERFORMING A VARIETY OF OFFICE SUPPORT AND CLERICAL FUNCTIONS AS NEEDED

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skills; basic oral and written communication skills performing mathematical computations; ability operate office equipment which includes personal computers and other electronic equipment; and ability to perform basic clerical tasks such as sorting, alphabetizing and numeric coding.

ELIGIBILITY REQUIREMENT: General experience: Six (6) months as a typist or its equivalent or graduation from high school with coursework in typing.

SPECIAL REQUIREMENT: This position will primarily serve the Business Services Division AND the Payroll Unit of the Human Resources Department; and will serve as an agency floater serving both the 30 Trinity Street and State Capitol office of the Secretary of the State.

CHARACTER REQUIREMENT: Ability to exercise discretion; sound judgment, professionalism and confidentiality.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should **FAX ONLY** a cover letter, a resume, and an Application for Employment to: Office of the Secretary of the State- HR Dept.

FAX NUMBER: 860-509-6236

(NOTE: APPLICATIONS SUBMITTED BY U.S .MAIL AND/OR EMAIL WILL NOT BE CONSIDERED)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities